

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1800.62

1/8/90

SUBJ: AIRCRAFT CERTIFICATION STANDARDIZATION WORKSHOP PROGRAM

1. PURPOSE: This order promotes the use of program-wide technical and managerial workshops, approved on an annual basis by the Aircraft Certification Management Team (ACMT), to facilitate employee involvement in technical and managerial policy formulation and to promote standardization in the application of established policies.

2. DISTRIBUTION. This order is distributed to branch level in the Aircraft Certification Service, to the section level in the Aircraft Certification Directorates, and a limited distribution to all Aircraft Certification Offices and Manufacturing Inspection District/Satellite Offices.

3. BACKGROUND:

a. The Aircraft Certification Regulatory Program (ACRP) has always placed a high priority on the standardization of technical policies and procedures as they are implemented by agency personnel in dealing with each other and with the larger aviation community, including civil airworthiness authorities of other countries. A number of internal studies have emphasized the importance of such standardization. The directorate system itself was established for, among other reasons, the purpose of increasing standardization.

b. In some technical areas, the documents setting forth the standard technical policies or approaches are letters or other similarly informal written records filed away in the cabinet of some individual office within the system. In other technical areas, certain technical policies and procedures which are identified as the definitive standards are not chronicled as such in existing agency files. While these standards are known by our experienced personnel, we have had a high turnover in our work force resulting in a large percentage of relatively new and inexperienced employees who have not yet been exposed to the "standard" by either precedent or oral tradition.

c. Aside from the fact that rapid turnover is jeopardizing the routine indoctrination of new employees by more experienced employees with relation to conventional standards that are still relevant, the need for a systematic approach to standardization has increased with the speed of technological changes and advancements in aircraft design. We are increasingly called upon to certify systems and designs for which there are no clear regulatory standards and which require the development of special conditions or new regulations. More frequent communications among specialists through program-wide conferences and follow-up documentation will facilitate a consistent approach to dealing with advanced systems.

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d. The rapid growth of the air transportation industry, where manufacturers are competing for major airline sales and are highly sensitive to any FAA decision which may give a competitive edge to another manufacturer, underscores the need for a clearly standard application of policy and procedures to all applicants by the FAA. The consistent application of standard technical policy and procedures is critical to the credibility of our program.

e. Finally, the activity of the FAA in aircraft certification is under increasing scrutiny from the press, the flying public, and Congress.

4. SCOPE. Where such workshops are scheduled to discuss and make decisions on standardization issues and then to tentatively schedule the promulgating document, the issues will be of a relatively narrow, clearly-defined scope, with the outcome being a specific policy or procedure. In such a case, the promulgating document may well be a one-page change to an advisory circular or an order.

5. STRUCTURE OF THE STANDARDIZATION WORKSHOP PROGRAM.

a. Annual Program.

(1) Each year during the June or July meeting of the Aircraft Certification Management Team (ACMT), each ACMT member will present his/her suggestions for a standardization workshop to be held the following year.

(2) The ACMT as a group will approve one or two of the suggested workshops.

(3) For each workshop it approves, the ACMT will:

(a) Appoint a design team responsible for: determining the length of the workshop, its daily program/agenda, the format of each session; preparing discussion documents, issue papers, etc., for the advance review of attendees; distributing advance documents in a timely manner; and negotiating for guest speakers where applicable. The design team will also be responsible for accomplishing the follow-up action outlined in paragraphs 5b (2) (a) and 5b (4) below.

(b) Assign the host organization responsible for the logistic aspects of the workshop.

b. Types of Workshops.

(1) A standardization workshop may take the form of a seminar where various agenda items are discussed by the group, possibly after some introductory technical presentations by the hosting organization. Guest speakers (e.g., university-affiliated experts) may be invited to address specific items within their specialization, or the presentations may be limited to those of the host organization. This type of workshop, educative in nature, will require no follow-up on the part of any participants in terms of agency directives, regulations, etc.

(2) Alternatively, a standardization workshop may be held for the specific purpose of defining a standard policy or procedure which will be presented to the agency approving official in the form of a directive, advisory circular, etc., or change thereto.

(a) In this case, it will be the responsibility of the design team to advise the ACMT by memo no later than 2 weeks after the end of the workshop, of the content of the standard technical policy or procedure that is recommended for promulgation as a result of the workshop discussions, the written vehicle that will be used (directive, advisory circular, regulation, etc.), and the tentative date for which the final approval of that document is targeted. (Official scheduling of the document will be accomplished through the regular scheduling procedures appropriate to the type document.)

(b) While the workshop will have afforded the responsible organization with diverse opinions regarding what the standard at issue should be, the design team, unless instructed by higher authority, will use its best judgment in selecting the standard to be promulgated, or recommended for promulgation.

(3) A standardization workshop may be held in order to initiate preliminary discussion on a technical issue for which imminent promulgation of standard policy/procedures is not practical nor advisable. In this case, no written follow-up to the ACMT will be required of the design team.

(4) A standardization workshop may be organized for the purpose of defining needs for new or revised policy or procedures and/or to recommend priorities for their development. In this case, the design team will advise ACMT by memo no later than 2 weeks after the end of the workshop of the issues discussed and the team's recommendations regarding needs and priorities.

(5) Finally, a standardization workshop may be held to provide a forum for various groups of ACRP employees and/or managers to discuss matters of mutual interest where problematic issues may have evolved, or where a change in, or clarification of, policy or procedure may prove beneficial. In this case, the design team will advise the ACMT by memo no later than 2 weeks after the end of the workshop of the issues discussed and the team's recommendations regarding them.

c. Funding.

(1) The hosting organization shall pay all costs associated with workshop room facilities, honorariums, supplies, etc.

(2) Per diem and travel costs for individual agency participants will be borne by their respective organizations.

d. Other. It is anticipated that the first workshop sponsored under the umbrella of the Aircraft Certification Standardization Workshop Program will be held in CY-1990.



M. C. Beard
Director, Aircraft Certification Service